

Qty Purchase Agreement QPA Number	Page
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Requisition Nbr.: RFP 7-15 (ASA7-7-39)	
Effective Date: 03/19/2007	
Expiration Date: 07/31/2009	
Agency Number:	
Facility:	
Vendor Federal ID: 680095781	
Vendor Telephone Nbr: 317-297-8367	
Name of Contact Pers: JASON HAMILTON	
FAX Number: 317-351-1407	

Name and Address of Vendor: WESTAFF (USA) INC.  
Cnct: JASON HAMILTON  
5633 W 38TH STREET  
INDIANAPOLIS IN 46254

In accordance with your bid, submitted in response to the above referenced solicitation, the Vendor agrees that the Indiana Department of Administration, Procurement Division, has the option to purchase the items listed below under the terms of this agreement.

The Vendor agrees to charge these prices for any products ordered on any QPA release received after the expiration of the QPA but issued prior to the expiration date. The quantity listed herein is an estimate of the requirements. The state may order substantially more or substantially less pursuant to the terms of this agreement.

**Orders are to be delivered only upon receipt of properly approved Quantity Purchase Award Release.**

Line Number	Quantity	UNIT	Article and Description	Unit Price
<p>This is an award of a Quantity Purchase Agreement for Temporary Administrative Personnel.</p> <p>QPA can be mutually renewed two additional years.</p> <p>The vendor agrees to charge these prices for any services ordered on any QPA release received after the expiration date, but issued prior to the expiration date, and postmarked no later than 14 business days after the QPA's expiration date.</p> <p>Quantities are estimated and actual usage could be substantially more or less.</p> <p>Westaff Inc. must maintain, at a minimum, the following information and be capable of supplying a report within one week of a request by the State:</p> <ol style="list-style-type: none"> <li>1. Number of Hours of Employee Classification purchased by any State Agency and/or Political Subdivision, separated by each.</li> <li>2. Total Dollar value of purchases made, separated by State Agency and/or Political Subdivision.</li> </ol> <p>If the M/WBE participation level will exceed or fail to meet the goals outlined in the contractor's proposal, you must notify the M/WBE office immediately at MWDBE@idoa.in.gov. In the event that the contractor fails to report changes in participation attainment, demonstrate a good faith effort to reach the participation goals, pay the MBE and WBE in a timely manner or satisfactorily resolve any outstanding claims, the department may elect to withhold a disputed amount from the payments due to the contractor, suspend or terminate the contract, recommend suspension of the contractor's certification status with the public works division, and/or suspend, revoke, or deny the MBE or WBE certification and eligibility to participate in the MBE or WBE program per (25 IAC 5-7-8).</p> <p><b>ORDERS PROCESSING:</b></p> <p>Westaff, Inc. will have personnel available to accept orders from 8:00 AM to 6:00 PM and provide a 24/7 access line for emergency and short turnaround needs.</p> <p>The designated representative for the State Agency shall have the right to reject any of the personnel assigned to perform the requested services. Shall an employee be rejected, Westaff will assign replacement personnel to meet the requirements and qualifications of the State Agency.</p> <p>The Requesting State Agency shall have the right to request resumes and test scores to review potential candidates submitted for temporary employment and to conduct pre-employment interviews. Based upon those interviews, if conducted, the State may request the preferred temporary service employee. Westaff shall provide all resumes, test scores and assisting documents for the personnel submitted and make all reasonable efforts to fulfill the service need with the candidate requested.</p> <p>Westaff, Inc. must be able to place a Temporary Service Professional with four hours of notification. Proper resources screening will be conducted for each employee such as but not limited to background, criminal record, drug, education, training/skills, etc. Westaff, Inc. must provide copies of the background checks to the Requesting State Agency at the time the employee's name and information is submitted for consideration of temporary employment. The Requesting State Agency or IDOA will require Westaff to remove any individual whose background check reveals information which would cause the individual not to be hired, transferred, promoted, or retained by the State as a regular employee.</p>				
1	99,999,999.00	HUR000000000100004780	Temporary,AccountClerk3,Clerical	12.9000
2	99,999,999.00	HUR000000000100004781	Temporary,AccountClerk4,Clerical	11.8300

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3	99,999,999.00	HUR0000000000100004779	Temporary,AccountClerk2,Clerical	13.8700
4	99,999,999.00	HUR0000000000100028003	Temporary,Accountant4,Professional	16.1300
5	99,999,999.00	HUR0000000000100004800	Temporary, Accountant 5,Professional	14.8400
6	99,999,999.00	HUR0000000000100004801	Temporary, Administrative Assistant 3,Professional	13.8700
7	99,999,999.00	HUR0000000000100004802	Temporary,AdministrativeAssistant4,Professional	13.1600
8	99,999,999.00	HUR0000000000100004803	Temporary,AdministrativeAssistant5,Professional	12.2600
9	99,999,999.00	HUR0000000000100005341	Temporary,ClericalAssistant4	10.9700
10	99,999,999.00	HUR0000000000100005342	Temporary,ClericalAssistant5	10.3200
11	99,999,999.00	HUR0000000000100004782	Temporary,DataInputOperator2,Clerical	11.2900
12	99,999,999.00	HUR0000000000100004783	Temporary,DataInputOperator3,Clerical	10.9700
13	99,999,999.00	HUR0000000000100004784	Temporary,DataInputOperator4,Clerical	10.3200
14	99,999,999.00	HUR0000000000100004785	Temporary,GenCOMOT2,Clerical	10.9700
15	99,999,999.00	HUR0000000000100004786	Temporary,GenCOMOT3,Clerical	10.6400
16	99,999,999.00	HUR0000000000100004787	Temporary,GenCOMOT4,Clerical	10.3200
17	99,999,999.00	HUR0000000000100004804	Temporary,LegalAssistant5,Professional	14.6200
18	99,999,999.00	HUR0000000000100028004	Temporary,Tax Analyst4,Professional	16.1300
19	99,999,999.00	HUR0000000000100028005	Temporary,Tax Analyst5,Professional	14.8400
20	99,999,999.00	HUR0000000000100028006	Temporary,Tax Analyst Supervisor6,Professional	17.7400
21	99,999,999.00	HUR0000000000100004790	Temporary,WordProcessor2,Clerical	12.2600
22	99,999,999.00	HUR0000000000100004788	Temporary,WordProcessor3,Clerical	11.9300
23	99,999,999.00	HUR0000000000100004789	Temporary,WordProcessor4,Clerical	11.6100
24	99,999,999.00	HUR0000000000100028007	Temporary,Warehouse Clerk	11.3100
25	99,999,999.00	HUR0000000000100039319 10,499 Keystrokes (B)	Temporary,Data Input Operator 2, Clerical 9,500 -	12.5800
26	99,999,999.00	HUR0000000000100039320 11,499 Keystrokes (D)	Temporary,Data Input Operator 2, Clerical 10,500 -	13.2200
27	99,999,999.00	HUR0000000000100039321 12,499 Keystrokes (F)	Temporary,Data Input Operator 2, Clerical 11,500 -	13.8700
28	99,999,999.00	HUR0000000000100039322 13,499 Keystrokes (H)	Temporary,Data Input Operator 2, Clerical 12,500 -	14.5100

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Line Number	Quantity	UNIT	Article and Description	Unit Price
29	99,999,999.00	HUR000000000100039323 14,499 Keystrokes (J)	Temporary,Data Input Operator 2, Clerical 13,500 -	15.1600
30	99,999,999.00	HUR000000000100039324 15,499 Keystrokes (N)	Temporary,Data Input Operator 2, Clerical 14,500 -	16.1300
31	99,999,999.00	HUR000000000100039325 16,499 Keystrokes (Q)	Temporary,Data Input Operator 2, Clerical 15,500 -	17.0900
32	99,999,999.00	HUR000000000100039326 17,499 Keystrokes ( R)	Temporary,Data Input Operator 2, Clerical 16,500 -	18.0600
33	99,999,999.00	HUR000000000100039327 18,499 Keystrokes (S)	Temporary,Data Input Operator 2, Clerical 17,500 -	19.0300
34	99,999,999.00	HUR000000000100039328 up Keystrokes (U)	Temporary,Data Input Operator 2, Clerical 18,500 and	20.3200
35	99,999,999.00	HUR000000000100056805 Shift	Temporary,AccountClerk2,Clerical -- Overtime/Holiday	19.8300
36	99,999,999.00	HUR000000000100056806 Shift	Temporary,AccountClerk3,Clerical -- Overtime/Holiday	18.4500
37	99,999,999.00	HUR000000000100056807 Shift	Temporary,AccountClerk4,Clerical -- Overtime/Holiday	16.9200
38	99,999,999.00	HUR000000000100056808 Overtime/Holiday Shift	Temporary,Accountant4,Professional --	23.0600
39	99,999,999.00	HUR000000000100056809 Overtime/Holiday Shift	Temporary, Accountant 5,Professional --	21.2200
40	99,999,999.00	HUR000000000100056810 Overtime/Holiday Shift	Temporary, Administrative Assistant 3,Professional --	19.8300
41	99,999,999.00	HUR000000000100056811 Overtime/Holiday Shift	Temporary,AdministrativeAssistant4,Professional --	18.8200
42	99,999,999.00	HUR000000000100056812 Overtime/Holiday Shift	Temporary,AdministrativeAssistant5,Professional --	17.5300
43	99,999,999.00	HUR000000000100056813 Shift	Temporary,ClericalAssistant4 -- Overtime/Holiday	15.6800
44	99,999,999.00	HUR000000000100056814 Shift	Temporary,ClericalAssistant5 -- Overtime/Holiday	14.7600
45	99,999,999.00	HUR000000000100056815 Overtime/Holiday Shift	Temporary,DataInputOperator2,Clerical --	0.0000
46	99,999,999.00	HUR000000000100056816 Overtime/Holiday Shift	Temporary,DataInputOperator3,Clerical --	15.6800
47	99,999,999.00	HUR000000000100056817	Temporary,DataInputOperator4,Clerical --	14.7600

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Line Number	Quantity	UNIT	Article and Description	Unit Price
		Overtime/Holiday Shift		
48	99,999,999.00	HUR000000000100056818	Temporary,GenCOMOT2,Clerical -- Overtime/Holiday Shift	15.6800
49	99,999,999.00	HUR000000000100056819	Temporary,GenCOMOT3,Clerical -- Overtime/Holiday Shift	15.2200
50	99,999,999.00	HUR000000000100056820	Temporary,GenCOMOT4,Clerical -- Overtime/Holiday Shift	14.7600
51	99,999,999.00	HUR000000000100056821	Temporary,LegalAssistant5,Professional -- Overtime/Holiday Shift	20.9000
52	99,999,999.00	HUR000000000100056822	Temporary,Tax Analyst4,Professional -- Overtime/Holiday Shift	23.0600
53	99,999,999.00	HUR000000000100056823	Temporary,Tax Analyst5,Professional -- Overtime/Holiday Shift	21.2200
54	99,999,999.00	HUR000000000100056824	Temporary,Tax Analyst Supervisor6,Professional -- Overtime/Holiday Shift	25.3700
55	99,999,999.00	HUR000000000100056825	Temporary,WordProcessor2,Clerical -- Overtime/Holiday Shift	17.5300
56	99,999,999.00	HUR000000000100056826	Temporary,WordProcessor3,Clerical -- Overtime/Holiday Shift	17.0700
57	99,999,999.00	HUR000000000100056827	Temporary,WordProcessor4,Clerical -- Overtime/Holiday Shift	15.6100
58	99,999,999.00	HUR000000000100056828	Temporary,Warehouse Clerk -- Overtime/Holiday Shift	15.6800
59	99,999,999.00	HUR000000000100056829	Temporary,Data Input Operator 2, Clerical 9,500 - 10,499 Keystrokes (B) -- Overtime/Holiday Shift	17.9900
60	99,999,999.00	HUR000000000100056830	Temporary,Data Input Operator 2, Clerical 10,500 - 11,499 Keystrokes (D) -- Overtime/Holiday Shift	18.9100
61	99,999,999.00	HUR000000000100056831	Temporary,Data Input Operator 2, Clerical 11,500 - 12,499 Keystrokes (F) -- Overtime/Holiday Shift	19.8300
62	99,999,999.00	HUR000000000100056832	Temporary,Data Input Operator 2, Clerical 12,500 - 13,499 Keystrokes (H) -- Overtime/Holiday Shift	20.7600
63	99,999,999.00	HUR000000000100056833	Temporary,Data Input Operator 2, Clerical 13,500 - 1h,499 Keystrokes (J) -- Overtime/Holiday Shift	21.6900
64	99,999,999.00	HUR000000000100056834	Temporary,Data Input Operator 2, Clerical 14,500 - 15,499 Keystrokes (N) -- Overtime/Holiday Shift	23.0600
65	99,999,999.00	HUR000000000100056835	Temporary,Data Input Operator 2, Clerical 15,500 - 16,499 Keystrokes (Q) -- Overtime/Holiday Shift	24.4500
66	99,999,999.00	HUR000000000100056836	Temporary,Data Input Operator 2, Clerical 16,500 - 17,499 Keystrokes ( R) -- Overtime/Holiday Shift	25.8300

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67	99,999,999.00	HUR000000000100056837	Temporary,Data Input Operator 2, Clerical 17,500 - 18,499 Keystrokes (S) -- Overtime/Holiday Shift	27.2100
68	99,999,999.00	HUR000000000100056838	Temporary,Data Input Operator 2, Clerical 18,500 and up Keystrokes (U) -- Overtime/Holiday Shift	29.0600

The following UN/CEFACT Unit of Measure Common Codes are used in this document:  
HUR Hour

Signature of Purchasing Officer	Typed Name	Signature Of Approval Office Of the State Attorney General	
	Date Signed	Typed Name	Date Signed
Authorized Signature	Indiana Department Of Administration Procurement Division 402 West Washington Street, Rm W468 Indianapolis, Indiana 46204 Telephone: (317) 232-3053		